

FIG. 1A

meeting management / my meetings / overview
[help](#)
[rfp](#)
[budget](#)
[events](#)

196
meeting status

[save this meeting](#)
[delete this meeting](#)

RFP: [Create](#)
Budget: [Draft](#)
Event Manager: [Draft](#)
Meeting: [Pending](#)
Contracted: ☒

198
meeting info

200
Meeting Name *
National Sales Meeting

202
Start Date *
07/20/2001
End Date *
07/25/2001

Attendees *
200
Estimated Room Nights *
5
Estimated Peak Night
210

208
Meeting Type
Audience
Destination
206

Facility
Four Points Hotel Buffalo Airport

Planner Name
Chris Smith
Planner Group

212
Meeting Description *
This meeting is a gathering of our Sales force from across the globe.
214

176
company data

216
Meeting Requester *
Chris Smith
Division
Sales
Department
International Sales
City
Country

Sponsor Organization
sponsor org
Accounting Code
Region
Select a Region
State
Global Region

218
mms defined fields

1 Meeting Approval Code

2 Facility Contracted Date

3 Meeting ID#

[save this meeting](#)
[delete this meeting](#)

^ Denotes Required Field

FIG. 1B

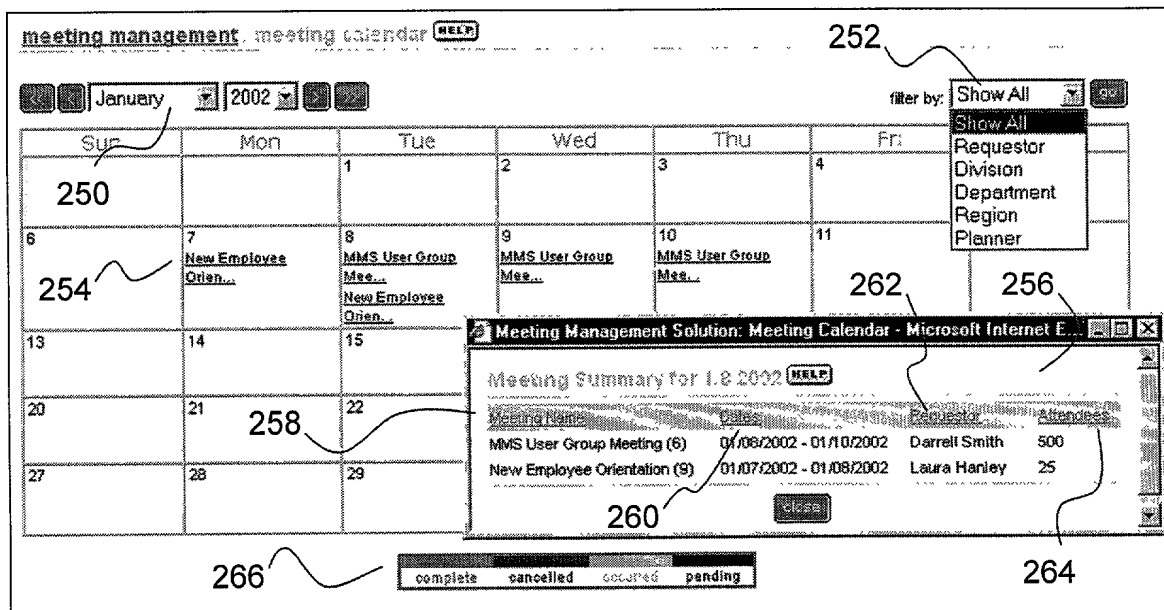


FIG. 1C

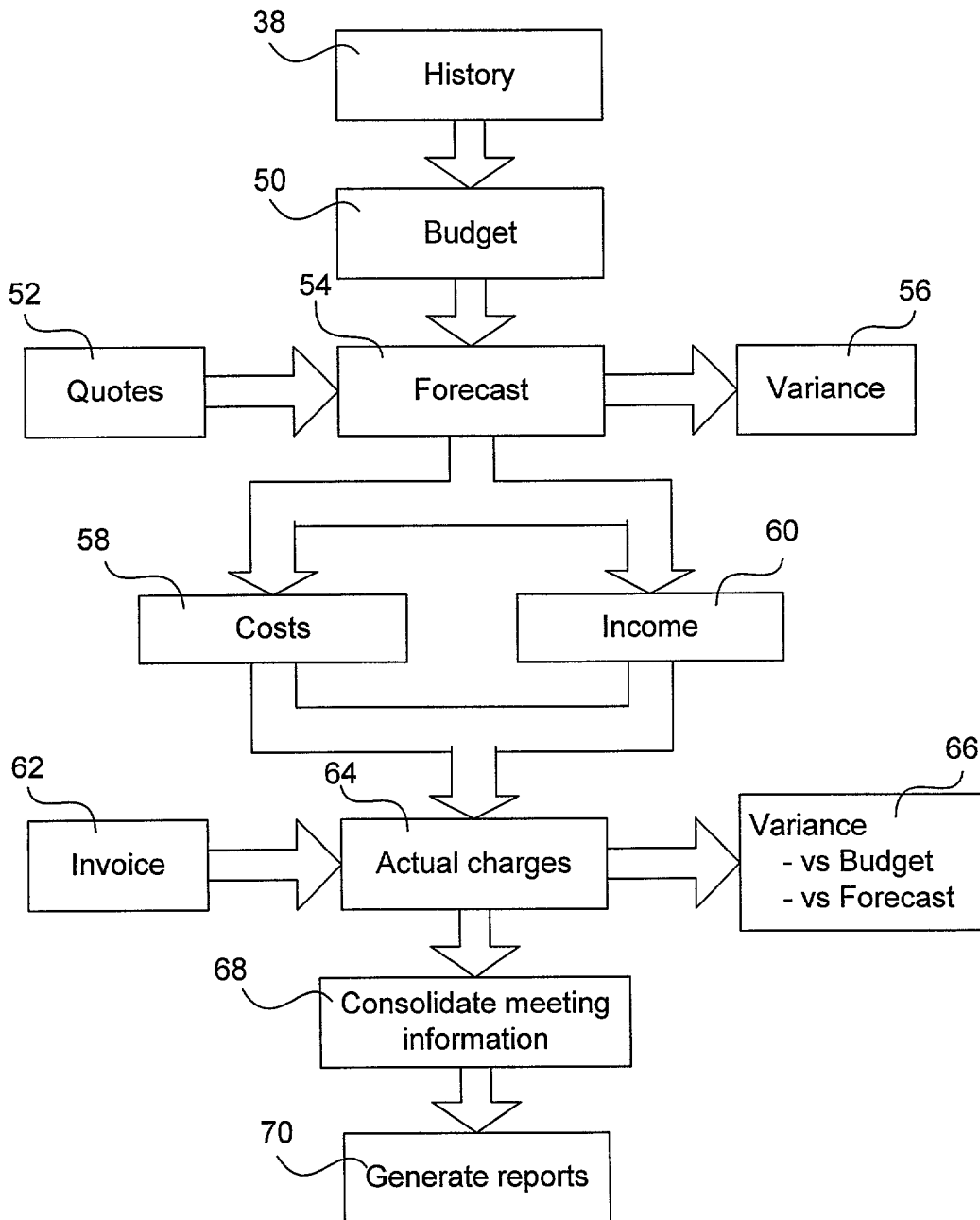


FIG. 2A

230

234

232

236

238

240

242

244

248

meeting management

my meetings

overview

budget

detail

HELP

save

Meeting Name: Employee Orientation - Eas...
Dates: 07/18/2004 - 07/25/2004
Property: Latham Hotel

sort by: default
budget details: 1 to 9 of 8
pages: 1

new expenses

add

category	supplier	forecasted	actual	notes	reconciled
Food & Beverage	Latham Hotel	\$ 0.00	\$ 0.00		
Room Rental	Latham Hotel	\$ 0.00	\$ 0.00		
AV Equipment	KVL Audio Visual - DC - Regional Office	\$ 450.00	\$ 0.00		
AV Equipment	Latham Hotel	\$ 300.00	\$ 0.00		
Amenities & Entertainment	Latham Hotel	\$ 0.00	\$ 0.00		
Room Setup	Latham Hotel	\$ 0.00	\$ 0.00		
Misc1	Latham Hotel	\$ 0.00	\$ 0.00		
Misc2	Latham Hotel	\$ 0.00	\$ 0.00		

View Item

New Items

246

FIG. 2B

FIG. 2B

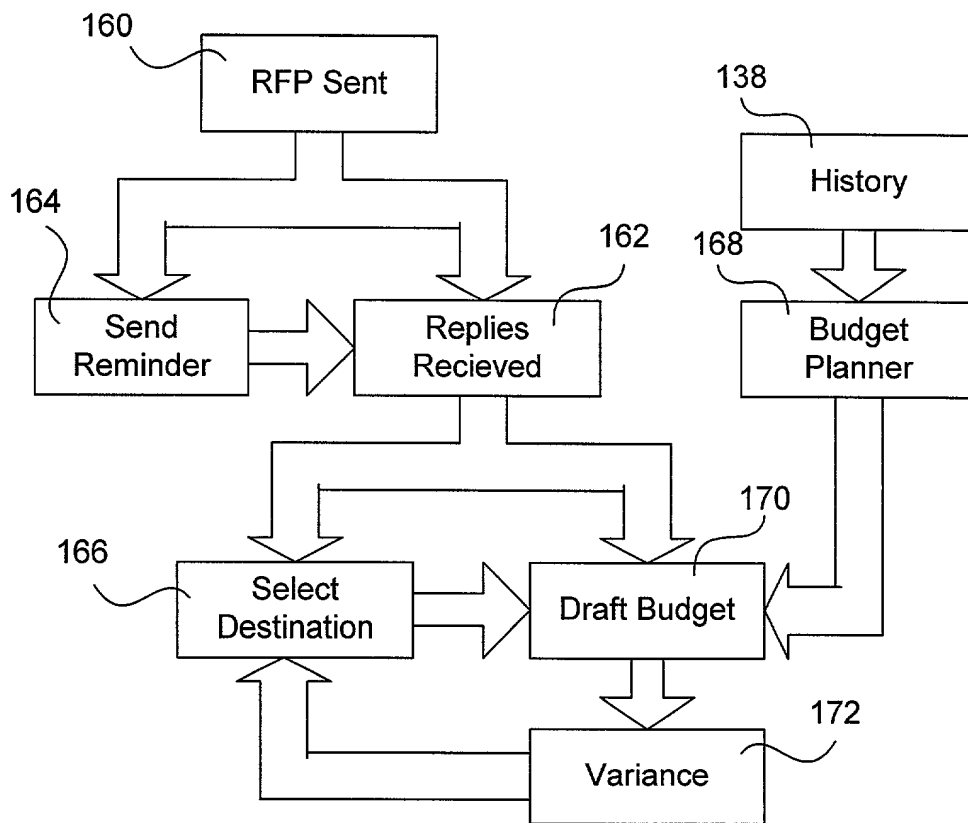


FIG. 3

FIG. 3